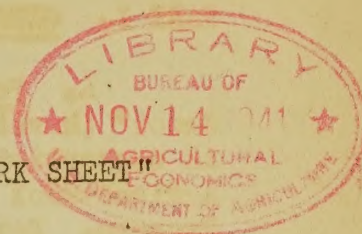


UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION1941 Agricultural Conservation Program  
Southern Region Bulletin 504AINSTRUCTIONS FOR EXECUTING FORM SR-514A, "APPLICATION WORK SHEET"  
(For farms in Area A)CONTENTS

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## PART I. GENERAL

A. Purpose of Form SR-514A. Form SR-514A, "Application Work Sheet" (herein referred to as Form 514A), is for use as a work sheet in connection with preparing applications for payment under the 1941 Agricultural Conservation Program and where applicable the 1941 Parity Program. Data and information on which each application for payment will be based shall be assembled on Form 514A from the records in the county office.

B. Farms for which Form 514A will be prepared. Form 514A will be prepared for: (1) each farm in the county with respect to which an application for agricultural conservation payment or cotton or rice parity payment will be filed; and (2) each farm on which a producer is entitled to a share of the crops grown thereon or the proceeds thereof if he submits an application for payment under the 1941 Agricultural Conservation Program with respect to any farm, or under the 1941 Range Conservation Program with respect to any ranching unit, in the county.

C. Sources of information. Form 514A will be executed from the information on the following forms:

1. Form SR-504-GA, "Listing Sheet for All 1941 Farm Acreage Allotments and Normal Yields" (herein referred to as Form 504-GA).
2. Form SR-512A, "Performance Report" (herein referred to as Form 512A).
3. Form SR-512C, "Supplement to Performance Report" (herein referred to as Form 512C).
4. Form ACP-119, "Number of Tenants and Sharecroppers and Proportionate Shares" (herein referred to as Form 119).
5. Form ACP-64-SR, "Request for Conservation Materials or Services Under the Agricultural Conservation Program" (herein referred to as Form ACP-64).
6. Form ACP-69, "Assignment" (herein referred to as Form ACP-69).

D. General instructions for transferring data. Data should always be transferred by one clerk working alone. Except in very unusual circumstances two clerks working separately can accomplish more work than the same two clerks working together.

## PART II. ACREAGE ALLOTMENTS AND NORMAL YIELDS

A. Transfer of information from Form 504-GA. To insure completeness the basic information shown for each farm on Form 504-GA



will be entered on a Form 514A in the order in which the farms are listed on Form 504-GA. The information will be entered on Form 514A in the following manner:

1. Enter in the space provided the farm serial number from column 2 of Form 504-GA.
2. Enter in lines 3 and 4, column B, Section 2, the cotton acreage allotment and normal yield, respectively, from columns 5 and 6 of Form 504-GA. If it is indicated on Form 504-GA that the figure in column 5 is the permitted acreage of cotton instead of the acreage allotment, enter the word "permitted" above the word "cotton" in line 1, column B, Section 2 of Form 514A.
3. Enter in lines 3 and 4, column C, Section 2, the general allotment and productivity index, respectively, from columns 22 and 23 of Form 504-GA. The determination as to whether the farm is a non-general allotment farm will be made in the State office.
4. Enter in line 1, column D, Section 2, the name of any special allotment crop for which an allotment was established, and in lines 3 and 4 of that column enter the approved allotment and normal yield, respectively, of the crop from the applicable columns of Form 504-GA. If it is indicated by the line number in the left margin of Form 504-GA being circled that the farm is a nonwheat allotment farm, enter the word "non" above the word "wheat" in line 1. If restoration land is designated for the farm enter in line 1, column D, of Section I the notation "Res. land" and enter in line 3 of that column the acreage designated as restoration land from column 11 of Form 504-GA. If there are more than two special allotments established for any farm (or restoration land and more than one special allotment), divide column D.
5. Enter in line 3, column A, Section 2, the total soil-depleting allotment from column 27 of Form 504-GA.

B. Proof of accuracy of transfer of basic information. While Forms 514A are still arranged by farm serial numbers as they are listed on Form 504-GA, the basic information listed from Form 504-GA shall be checked. This check may be made by inspection or the information may be checked by pages of Form 504-GA by adding the related entries on Form 514A and comparing the totals thus obtained with the totals of the corresponding entries on Form 504-GA. The person who enters the basic information from Form 504-GA and checks such information shall initial Form 514A in line 2, column F of Section 1. As soon as the correctness of the basic information as entered on Form



514A has been determined for all farms, the forms shall be arranged in numerical order by farm serial numbers.

C. Corrections in acreage allotments and yields. One person in each county office shall be made responsible for the correction, on Form 504-GA, Form 514A, and all related forms, of any allotment or normal yield for which an approved correction is received from the State office after Form 504-GA has been approved by the State office. The clerk making such a correction on Form 514A shall draw a line through the original entry, leaving it legible, enter the correct entry above or beside it, and initial the correction.

### PART III. 1941 ACREAGES AND SHARES OF INTERESTED PERSONS

A. Transfer of 1941 acreages from Form 512A. As Forms 512A are completed, they shall be grouped in lots of 50 forms or less and each lot shall be arranged in the numerical order of the farm serial numbers. The corresponding Forms 514A shall be assembled and arranged in the same order. These two groups of forms will constitute the unit of work for transcribing information from Forms 512A and checking such information.

1. The data for use in computing the soil-building allowance shall be entered in Section 2 from Form 512A and checked as follows:
  - (a) Enter in line 2, column I, the 1941 cropland which is the 1940 tilled acreage from the heading of Form 512A. On new farms, for which the 1940 tilled acreage is zero, enter "0" in line 2, column I, and enter in line 2, column H, the 1941 tilled acreage from line 1, column B, Section 8 of Form 512A. The 1941 tilled acreage shall also be entered in line 2, column H, for any other farm if the total soil-depleting allotment entered in line 3, column A, exceeds the 1941 cropland as entered in line 2, column I.
  - (b) Enter in line 3, column I, the total acreage of commercial orchards from line 4, column C, Section 4 of Form 512A.
  - (c) Enter in line 4, column I, for farms in Arkansas the total acreage of fenced noncrop open pasture land or for farms in Texas and Oklahoma the total acreage of noncrop open pasture land, from line 5, column B, Section 3 of Form 512A.
  - (d) Enter in line 1, above the headings of columns B and C, the acreage of sugar beets from line 26, of the applicable column, Section 2 of Form 512A.



- (e) Check the acreages entered pursuant to items (a), (b), (c), and (d) for the group of Forms 514A by inspection or by adding the related acreages on the group of Forms 514A and comparing the totals thus obtained with the sum of the corresponding entries on Form 512A.

2. The 1941 acreages of special and general allotment crops shall be entered in Section 2 of Form 514A as follows:

- (a) Enter in line 2, in each of the columns B, C, and D, the total acreage planted to the crops designated in line 1 of that column, from line 26 of the applicable column I through M, Section 2 of Form 512A. If no acreage was planted for harvest in 1941 to the crop in question, enter a "0" in the applicable column.
- (b) If an acreage is planted to any special allotment crop on a farm for which an allotment (or permitted or usual acreage) for such crop has not been established, enter the name of the crop, if other than cotton, in column D and enter a zero in line 3 in the applicable column B or D. In cases of this nature enter the words "Normal yield to be established for" followed by the name of the crop in lines 4 and 5, column D, Section 1.
- (c) Enter in line 2, column A, the total acreage classified as soil-depleting from line 26, column C, Section 2 of Form 512A. This entry may be checked by inspection or by adding the acreage as entered on each Form 514A in the group and comparing the total thus obtained with the sum of the corresponding entries in line 26, column C, Section 2 of Form 512A.
- (d) On farms where less than 80 percent of the vegetable allotment is planted to crops classified as commercial vegetables, and an acreage of tomatoes, corn, peas, snap beans, or lima beans is grown for processing and therefore is not classified as commercial vegetables, a statement shall be prepared for the signature of the county committee setting forth the kind and the acreage of each such crop which was originally classified in the State handbook as a commercial vegetable and which is grown on the farm for processing. When signed, such statement shall be attached to Form 514A for subsequent attachment to the application.



B. Shares of interested persons.

1. The name and address of the operator, the landlord, if other than the operator, and of each other person shown on Form 512A to be entitled to a share of the special allotment crops or general crops produced on the farm shall be entered in lines 6 through 11, column A of Section 2. If the tenant operator is renting the entire farm for cash, standing rent, or fixed rent, a notation to that effect shall be entered following his name. Where the producer is a married woman her full Christian name, middle initial, and surname shall be entered, unless she is acting in a representative capacity, in which case her name must be entered exactly as on the document authorizing her to act. If one Form 514A is not sufficient to list the names of all interested persons, other Forms 514A identified by the appropriate farm serial number shall be used as continuation sheets. The names shall be entered in the following order:
  - (a) The operator, whose name shall be followed by the notation "OP".
  - (b) The landlord (if other than the operator), whose name shall be followed by the notation "LL".
  - (c) Every other interested person in the order that his name first appears in column C, Section 2 of Form 512A.
2. Examine all of the names listed in column A of Form 514A and if it appears that two or more persons, such as husband and wife, whose names are listed separately may be operating under a single lease or operating agreement, a notation to that effect must be made in lines 4 and 5, column D of Section 1, to call this possibility to the attention of the county committee.
3. Enter in the (a) part of the line in each of the columns B, C, and D following the name of each interested person the share of the crop listed in line 1 of that column to which such person is entitled at the time of harvest except that no entries shall be made in such spaces for farms in the following counties in Texas: Dallam, Deaf Smith, Hansford, Hartley, Moore, Oldham, and Sherman. In computing each person's share of a crop, the following general rules must be followed:
  - (a) If one person is entitled to all of any crop the word "All" shall be entered in the appropriate column following his name.



- (b) For one-producer-unit farms<sup>1/</sup> the shares may be shown in percentages or in acreages.
- (c) For farms for which Form ACP-95, "Combination Farm Share Agreement," is on file indicating an agreement by the producers to a division of payment for any or all of the crops on the farm, the respective percentage shares shown thereon for the producers shall be entered in lieu of the acreage shares of the crop or crops covered by the agreement.
- (d) For farms for which restoration land is designated in 1941, enter the word "All" following the name of the cash, standing-rent or fixed-rent tenant operating the farm on June 30, 1941, or, if the farm was not rented to such a tenant on that date, enter the word "All" following the name of the landlord in the column in which the notation "Res. land" has been entered in line 1.
- (e) For all cases except those covered in items (a), (b), (c), and (d) determine the total acreage of a crop planted by a producer and then compute his and the landlord's and operator's acreage shares on the basis of the fractional shares shown in columns D, E, and F, Section 2 of Form 512A. The share computed for a tenant or sharecropper shall be recorded in the appropriate line and column on Form 514A, and the share for the landlord or operator shall be added to other shares of the same crop computed for him. When the total share in a crop for the landlord or operator has been computed such total shall be entered in the appropriate column opposite his name. It must be determined, on each Form 514A, that the total of the acreage shares entered in each of the columns B, C, and D equals the acreage figure entered in line 2 of that column except as provided in item (g) of this paragraph 3. This operation will prove the accuracy of the total acreage on the farm and the share to each producer for each crop for which acreage shares are shown. Where percentage shares are shown or where the word "All" has been entered, the acreage of the crop for the farm must be checked with Form 512A by inspection.
- (f) If there is more than one producer on the farm and if no acreage is planted to a crop for which a special allotment was established, no acreage shares will be

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<sup>1/</sup> A one-producer-unit farm is a farm on which one producer with his own labor or with hired labor plants, cultivates, and harvests the entire acreage devoted to crops on the farm. The fact that a landlord or operator shares in the crop does not alter the designation of the farm as a one-producer-unit farm.



entered at this time and the notation, "No acreage planted to" followed by the name of the crop shall be entered in lines 4 and 5, column D of Section 1, to call to the attention of the county committee the fact that the share of each producer in the allotment must be determined.

- (g) If there is an acreage of tomatoes, corn, peas, snap beans, or lima beans grown on the farm for processing, and the producers interested in such crops do not share therein in the same proportion that they share in the acreage of commercial vegetables planted on the farm, the acreage shares of vegetables for the producers on the farm shall be determined on the basis of their share in the total acreage of commercial vegetables plus any acreage of tomatoes, corn, peas, snap beans, and lima beans grown on the farm for processing which was originally classified in the State handbook as commercial vegetables. In cases of this nature a statement shall be prepared for the signature of the county committee setting forth the kind and acreage of each such crop grown for processing, to explain the fact that the sum of the acreage shares for the producers on the farm exceeds the acreage classified as vegetables on the farm. Such statement, when signed, shall be attached to Form 514A for subsequent attachment to the application.

C. Normal farming operations. An inspection of each Form 514A must be made to determine if normal farming operations have been carried out on the farm. The inspection will be made and the results indicated as follows:

1. If it can readily be determined by inspection that 50% or more of the total soil-depleting allotment as shown in line 3, column A of Section 2, has been planted to soil-depleting crops as shown in line 2, column A of Section 2, enter a check in line 2, column C of Section 1. If it is not obvious that 50% or more of the total soil-depleting allotment has been planted to soil-depleting crops:

(a) Enter 50% of the total soil-depleting allotment in line 2, column B of Section 1.

(b) Enter a check in line 2, column C, Section 1, if the sum of the acreages planted to soil-depleting crops as shown in line 2, column A of Section 2, exceeds 50% of the total soil-depleting allotment as shown in line 2, column B of Section 1. If a



check can properly be entered in line 2, column C, Section 1, the farm is considered to be operated and no further determination is necessary.

2. If a check can not properly be entered in line 2, column C, Section 1, pursuant to paragraph 1 above:

- (a) Enter in line 1, column A, Section 2, the acreage on the farm devoted to the uses designated in 1941 General Letter No. 1, dated November 14, 1940. This acreage will be determined from the information shown in Section 2 of Form 512A.

- (b) If the acreage devoted to designated uses as shown in line 1, column A, Section 2, equals or exceeds the entry in line 2, column B, Section 1, enter a check in line 2, column C of Section 1.

3. If a check can not properly be entered in line 2, column C of Section 1, pursuant to paragraph 1 or 2 above, enter a check in line 3, column C of Section 1, thereby indicating that the farm is not considered as operated in 1941. If it is determined by the county committee, according to paragraph C of 1941 General Letter No. 1, that failure to operate the farm was due to flood or drought, which was general over a substantial area in the county, a check should be entered in line 4, column C of Section 1.

D. Initials of person making entries from Form 512A. The person performing the operations described under Sections A, B, and C above shall initial Form 514A in line 3, column F of Section 1. When the entries provided for in the preceding paragraphs of this Part III have been made and checked for a group of Forms 512A, the Forms 512A shall be filed in the farm folders and Forms 514A shall be returned to their numerical sequence in the file for Forms 514A.

#### PART IV. FORM 119

A. Purpose of Form 119. Form 119 is for use in assembling information with respect to the number of tenants and sharecroppers on the farm during 1941 and the three preceding years and information with respect to the landlord's and operator's shares for such years in the crops for which payment will be made in 1941. This information will be used to determine (1) whether any change has been made for 1941 from the arrangements existing on the farm in 1940 between the landlord or operator and the tenants or sharecroppers which would cause a greater proportion of the payment to be made to the landlord or operator under the 1941 program than would have been made to the landlord or operator under the arrangements existing in 1940; and (2) whether the number of tenants and sharecroppers is less in 1941



than the average number on the farm during the three preceding years and if so whether the landlord or operator will receive a greater proportionate share of any crop in 1941 for which payment is made than the average of such landlord's or operator's proportionate share of that crop in the three preceding years.

B. Conditions under which Form 119 will be prepared or completed. The provisions relating to Form 119 are the same for the Agricultural Conservation Program as for the Parity Payment Program. A Form 119 must be prepared or completed for each farm for which a Form 514A is prepared except in cases where the county committee determines on the basis of its own personal knowledge or information obtained from the community committee of the community in which the farm is located, or other persons whom it knows to be reliable, that neither the landlord nor the operator is, in 1941, receiving a larger proportionate share of any crop for which a payment is computed than he received during any of the three preceding years. If it is determined by the county committee that no Form 119 is necessary for a farm, a check shall be entered in line 2, column D, Section 1 of Form 514A.

If Form 119 was executed for one or more special allotment crops under the Parity Program, it will be necessary to complete the execution of Form 119 by entering data for the other special allotment crops and for general crops.

C. General provisions relating to the execution of Form 119. Information entered on Form 119 shall, insofar as possible, be obtained from records in the county office and, where possible, from the application for payment in applicable years. If the information for any year is not available from county office records, the county committee shall determine and enter information for such year on the basis of the statement of the farm operator or other persons familiar with the farming operations carried out on the farm in that year. Form 119 shall be prepared for the farm as it is operated in 1941. Where the farm has been reconstituted in 1939, 1940, or 1941 the information for each year prior to the reconstitution shall be determined on the same basis as the farm history for the major soil-depleting crop was determined when the farm was reconstituted.

D. Preparation of Form 119. Forms 119 shall be executed according to the following instructions, or completed if a form has already been prepared for the farm, according to the applicable part of the following instructions:

1. Enter the name of the county and farm serial number, the name of the landlord, and the name of the operator, if other than the landlord, in the spaces provided.
2. Enter in the designated lines in column A the number of tenants (including the operator if other than the landlord) and sharecroppers on the farm in 1938, 1939, and



1940; the total number of tenants and sharecroppers in such years; and the number of tenants and sharecroppers on the farm in 1941. If there were no tenants or sharecroppers on the farm in any year, enter "0". If the farm was not operated in any year, enter the words "Not operated."

3. Enter in line 8, column A, the average number of tenants and sharecroppers on the farm during the years 1938, 1939, and 1940. The average number of tenants and sharecroppers will be computed by dividing the total number of tenants and sharecroppers for the years 1938, 1939, and 1940 by the number of years during that period in which the farm was operated. The average number of tenants and sharecroppers will be expressed to the nearest whole number.
4. Enter, above the headings of columns B through F, the name of each crop for which a special allotment is established for the farm, using a separate block of columns for each crop, and also enter the word "General" above the headings of one of the blocks of columns unless the farm is a non-general allotment farm.
5. The information for each crop will be entered in lines 2, 3, 6, 7, 8, and 9, columns B through F, according to the following instructions, except that if the number of tenants on the farm in 1941 as shown in line 9, column A, is not less than the average number of tenants shown in line 8, column A, it will not be necessary to enter the information in lines 2, 3, 7, and 8, columns B through F, and only lines 6 and 9 of such columns need be filled out. It will not be necessary to enter the information in columns E and F unless the operator of the farm in 1941 is a person other than the landlord, and such entries are to be made only for those years when there was an operator who was not also the landlord.
  - (a) Enter in column B the total acreage of the crop on the farm in each of the years 1938 through 1941, except that, if for any year the division of payment to the farm was or will be on a basis other than the producers' shares in the planted acreage, enter for that year the acreage allotment for the crop.
  - (b) Enter in columns C and E the acreage shares of the landlord and the operator, respectively, in the acreage planted to the crop on the farm in each of the years 1938 through 1941, except that, if for any year the division of payment for the



farm was or will be on a basis other than the producers' shares in the planted acreage, the acreages to be entered in columns C and E shall be the landlord's or operator's shares shown or to be shown on the application for payment for such year.

- (c) Enter in lines 2, 3, 6, and 9, columns D and F, the landlord's and operator's percentage shares expressed to the nearest whole percent.
- (d) Enter in line 7, columns D and F, the sum of the entries in lines 2, 3, and 6 in the respective columns.
- (e) Enter in line 8, columns D and F, the simple average of the percentage shares expressed to the nearest whole percent determined by dividing the total of the percentage shares for 1938, 1939, and 1940 as shown in line 7 by the number of entries in lines 2, 3, and 6 in that column.
- (f) If no 1941 percentage share as shown in line 9, column D or F, for any crop exceeds the 1940 percentage share as shown in line 6 of that column, or the average percentage share, if any, shown in line 8 of that column, enter a check following the words "Not necessary to attach ACP-119 to application". In all other cases the Form 119 must be attached to Form 514A for consideration by the county committee.

#### PART V. MULTIPLE FARM DETERMINATIONS

A. Preparation of card index. A small card shall be prepared for each name shown in column A, Section 2 of each Form 514A, in the county and for each operator of a ranching unit in the county. This job should be started as soon as the information from Form 512A has been entered on a few Forms 514A and should be kept current as information from other Forms 512A is transferred to Form 514A. There shall be entered on this card the name and address of the producer and the serial number of the farm or ranching unit. (The letter "R" shall be entered following the serial number of each ranching unit.) In the case of a card prepared for a landlord who is not entitled to receive a share of the crops or the proceeds thereof, parentheses shall be placed around the farm serial number entered on the card. As soon as a card has been prepared for each name listed in column A, Section 2 of each Form 514A, the cards shall be arranged in alphabetical order.

B. Preparation of multiple farm list. The name of each producer for whom more than one card was prepared pursuant to Section A



above shall be listed in alphabetical order on a form prescribed by the State office. Following the name of each such producer there shall be entered his address and the serial numbers of all the farms in the county which he owns or from which he is entitled to receive a share of the crops or the proceeds thereof, and the serial numbers, followed by the letter "R", of each ranching unit which he operates in the county. In case the serial number on the card is enclosed in parentheses it shall also be enclosed in parentheses on the multiple farm list. In listing the serial numbers of the farms sufficient space should be left to enter below each serial number the amount of any cotton order stamp payment computed for the producer with respect to the farm. A copy of this list, certified to as correct by a member of the county committee, should be mailed to the State office prior to the time any agricultural conservation payment applications are submitted. If after the multiple farm list has been submitted to the State office it is determined that a producer whose name did not appear on Form 514A at the time the card index was prepared carried out a soil-building practice on the farm, a card shall be prepared for such producer and the multiple farm list shall be amended if necessary. The State office must be notified immediately of this type of correction or of any other correction in the multiple farm list.

C. Record on Forms 514A of multiple farm determinations. As soon as the multiple farm list has been completed the fact that each producer whose name appears thereon is interested in more than one farm shall be indicated on Forms 514A by entering the word "Yes" in the (b) part of the line in column B opposite his name on each Form 514A the serial number of which is listed following his name on the multiple farm list. The above indicated entries should be made for producers in the order in which their names appear on the multiple farm list.

#### PART VI. APPROVED SOIL-BUILDING PRACTICES

A. Time for making entries from Form 512C. Forms 512C will be considered to have been completed when all approved soil-building practices carried out during the 1941 program year have been computed and entered on the form, except that, in the case of farms in which only one producer has an interest, Forms 512C may be considered to have been completed when sufficient practices to earn all of the soil-building allowance have been computed and the data entered on Form 512C provided no request for conservation materials or services under the 1941 program will thereafter be made for the farm. As Forms 512C are completed according to the above definition, they should be grouped in lots of 50 forms or less, and the forms in each lot shall be arranged in the order of the farm serial numbers. The corresponding Forms 514A shall be assembled in the same order. These two groups of forms will form a unit of work for entering the information from Forms 512C.



B. Transfer of information from Form 512C.

1. Enter in lines 2, 3, and 4, columns E, F, and G, Section 2 of Form 514A, the practice number, extent, rate, and amount for each practice listed in the third column, Section 2 of Form 512C. (For farms in Dallam, Deaf Smith, Hansford, Hartley, Moore, Oldham, and Sherman Counties, Texas, the practice number and extent, expressed in units, shall be entered in column E and no entries shall be made in columns F and G).

If there are varying rates of payment under a particular practice, the applicable letter (and number, if any) used in the State handbook to designate the rate which applies must be entered as a part of the practice number.

For farms in Texas and Oklahoma a separate line must be used for entering in columns E, F, and G data for each reservoir or dam for which credit is given as practice number 3. Enter 15 cents in column F as the rate for this practice; however, if the extent of the practice is in excess of 2,000 cubic yards the amount entered in column G shall be computed at the rate of 15 cents per cubic yard for the first 2,000 cubic yards and 10 cents for each cubic yard in excess of 2,000 cubic yards.

For farms in Texas, if credit is given for practice number 5, enter in the column for extent both the number of feet and the acreage, using two lines for listing such practice if necessary.

For farms in Texas for which credit is given under practice number 23 a statement shall be prepared for the signature of a member of the county committee, setting forth the following information for each spring or seep developed: (a) whether the spring was developed in soil or gravel, or in rock; and (b) the number of cubic feet of soil or gravel, or of rock, excavated in developing the spring or seep. The statement, when signed, shall be attached to Form 509A for subsequent attachment to the application. Enter 30 cents in column F as the rate if the excavation consists solely of soil or gravel, enter 50 cents if the excavation consists solely of rock, and enter the letter "S" if the excavation consists of both soil or gravel and rock. In the last instance the statement must be referred to in order to compute the amount to be entered in column G.



For farms in Arkansas for which credit is given under practice number 27, a statement shall be prepared for the signature of the county committee setting forth the number of trees removed which were from 5 to 12 inches in diameter; the number which were in excess of 12 inches in diameter, and the acreage from which the trees in question were removed.

List separately, and designate by entering an "X" after the practice number, each practice carried out with conservation materials or services furnished by the Agricultural Adjustment Administration under the 1941 program, which practices will be designated by the notation, "AAA", in the second column, Section 2 of Form 512C. Enter the sum of the amounts shown in column G in line 5 of that column. The accuracy of the total entered in line 5, column G, can best be checked by running, on a calculator, the cumulative total obtained by multiplying the extent of each practice as shown in column E by the rate for that practice as shown in column F. This method of checking will disclose any error made in computing the amounts for the various practices on Form 512C.

2. For farms in all counties other than Dallam, Deaf Smith, Hansford, Hartley, Moore, Oldham, and Sherman Counties, Texas, enter in column E in the (a) part of the line opposite each producer's name the sum of the amounts computed for approved soil-building practices carried out by such person on the farm in 1941 from the last column in Section 2 of Form 512C. The sum of the amounts entered for all producers in the (a) part of the lines in column E must be entered in the total line of column E and must equal the entry in line 5, column G of the form.
3. For farms in Dallam, Deaf Smith, Hansford, Hartley, Moore, Oldham, and Sherman Counties, Texas, on which the division of the principal crop in the lease or operating agreement is on the basis of three-fourths to the tenant and one-fourth to the landlord, enter 80% in column E opposite the tenant's name and enter 20% in column E opposite the landlord's name. If the division of the principal crop is on the basis of two-thirds to the tenant and one-third to the landlord, enter 74% in column E opposite the tenant's name and 26% in column E opposite the landlord's name. On any farm where there is more than one landlord the landlord's percentage share shall be divided between the several landlords in proportion to their individual contribution to the total soil-building goal determined for the farm.



4. In case any person other than the landlord or the operator carried out one or more soil-building practices during the 1941 program year but does not share in any special allotment crop, such person is eligible to receive payment for carrying out the practice(s) only if (a) he was actually engaged in carrying out farming operations on the farm under a lease or operating agreement at the time the soil-building practice(s) was carried out, and (b) he shared in one or more crops harvested or pastured on the farm in 1941. If there is any producer on the farm who does not share in any special allotment crop but who qualifies under the above conditions for a soil-building practice payment, the notation "Actual producer on this farm in 1941" shall be entered in the (a) part of the line following his name in columns B, C, and D. If a practice is carried out on a farm by a person who is determined by the county committee not to be eligible to receive payment for carrying out practices on the farm, Forms 512C and 514A shall be corrected so as not to include data for the practice(s) carried out by such person.
5. The person who enters the data from Form 512C and checks such entries shall initial Form 514A in line 4, column F, Section 1.

PART VII. CONSERVATION MATERIALS AND SERVICES AND ASSIGNMENTS

A. Record on Forms 514A of conservation materials and services. Immediately before the application for payment under the agricultural conservation program is to be prepared from the data contained on the Form 514A, enter in the (b) part of the line in columns F, G, and H, opposite the name of each producer to whom conservation materials or services were furnished by the Agricultural Adjustment Administration, the number of Forms ACP-64 under which the producer obtained conservation materials and services for the farm under the 1941 program. The original of Forms ACP-64 together with the related Forms ACP-128, if any, shall be attached to Form 514A for subsequent attachment to the application.

B. Record on Forms 514A of assignments. Immediately before the application for payment under the agricultural conservation program is to be prepared from the data contained on the Form 514A, enter the word "Yes" in column I following the name of each producer against whose payment for the farm there is an outstanding assignment.

PART VIII. REVIEW OF FORM 514A

Immediately before applications for payment under the agricultural conservation program are prepared a general review of the information contained in the farm folder and the data entered on Form

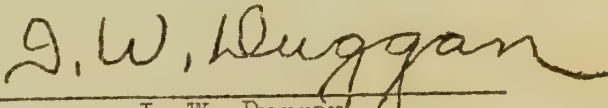


514A shall be made. If the data entered on Form 514A was systematically checked at the time it was entered and if a systematic method of making changes on Form 514A, made necessary by corrections in allotments, yields, planted acres, late practices, etc., was employed, it will not be necessary to make any further check of the transcription of this type of data. The review of Form 514A shall be made by a county office employee who is thoroughly familiar with all the provisions of the program. The review shall be made with a view to determining that notations have been made in Section 1 of Form 514A to call the county committee's attention to (1) memorandums bearing on the proper preparation of the application for payment for the farm, (2) necessary determinations with respect to normal farming operations, (3) division of payment among interested producers, (4) misuse of conservation materials and services, (5) practices which tend to defeat the purposes of the program, (6) failure to maintain practices carried out under previous programs, (7) failure to prevent wind or water erosion, (8) cropping restoration land, (9) breaking out native sod, or (10) any other matter affecting payment for the farm or for any individual producer on the farm.

If on any farm the total soil-depleting acreage entered in line 2, column A, exceeds the total soil-depleting allotment entered in line 3, column A, and there is an acreage of castor beans grown on the farm in 1941, a statement, in triplicate, setting forth such acreage shall be prepared for the signature of the county committee. The statement, when signed, shall be attached to Form 514A for subsequent attachment to the application.

The person who reviews Forms 514A shall initial each such Form 514A in line 5, column F of Section 1.

Issued July 29, 1941, with the approval of the Administrator.

  
I. W. Duggan,  
Director, Southern Division







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508B

SRB-504B

Issued July 18, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1941 Agricultural Conservation Program  
Southern Region Bulletin 504B

INSTRUCTIONS FOR EXECUTING FORM SR-509A, "APPLICATION WORK SHEET"  
(For farms in Area B, except in Georgia and Florida)

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## PART I. GENERAL

A. Purpose of Form SR-509A. Form SR-509A, "Application Work Sheet" (herein referred to as Form 509A), is for use as a work sheet in connection with preparing applications for payment under the 1941 Agricultural Conservation Program and where applicable the Parity Program. Data and information on which each application for payment will be based shall be assembled on Form 509A from the records in the county office.

B. Farms for which Form 509A will be prepared. Form 509A will be prepared for: (1) each farm in the county with respect to which an application for agricultural conservation payment or cotton, rice, or flue-cured tobacco parity payment will be filed; and (2) each farm on which a producer is entitled to a share of the crops grown thereon or the proceeds thereof if he submits an application for payment under the 1941 Agricultural Conservation Program with respect to any farm in the county.

C. Sources of information. Form 509A will be executed from the information on the following forms:

1. Form SR-504-GB, "Listing Sheet for All 1941 Farm Acreage Allotments, Normal Yields and Measured Acreages" (herein referred to as Form 504-GB).
2. Form SR-512B, "Performance Report" (herein referred to as Form 512B).
3. Form SR-512C, "Supplement to Performance Report" (herein referred to as Form 512C).
4. Form ACP-119, "Number of Tenants and Sharecroppers and Proportionate Shares" (herein referred to as Form 119).
5. Form ACP-64-SR, "Request for Conservation Materials or Services Under the Agricultural Conservation Program" (herein referred to as Form ACP-64).
6. Form ACP-69, "Assignment".

D. General instructions for transferring data. Data should always be transferred by one clerk working alone. Except in very unusual circumstances two clerks working separately can accomplish more work than the same two clerks working together.

## PART II. ACREAGE ALLOTMENTS AND NORMAL YIELDS

A. Transfer of information from Form 504-GB. To insure completeness the basic information shown for each farm on Form 504-GB will be entered on a Form 509A in the order in which the farms are listed on Form 504-GB. The information will be entered on Form 509A in the following manner:



1. Enter in the space provided the farm serial number from column 1 of Form 504-GB.
2. Enter in lines 3 and 4, column B, Section 2, the cotton acreage allotment and normal yield, respectively, from columns 5 and 6 of Form 504-GB. If it is indicated on Form 504-GB that the figure in column 5 is the permitted acreage of cotton instead of the acreage allotment, enter the word "permitted" above the word "cotton" in line 1, column B, Section 2 of Form 509A.
3. Enter in line 1, columns C and D, Section 2, the name of any special allotment crop for which an allotment was established, and under such name in lines 3 and 4 enter the approved allotment and normal yield, respectively, of the crop from the applicable columns of Form 504-GB. If there are more than three special allotments established for any farm, divide column D. If it is indicated on Form 504-GB that the figure in column 14 is the usual wheat acreage instead of the wheat acreage allotment, enter the word "usual" above the word "wheat" in line 1.
4. For farms in Louisiana for which total soil-depleting allotments were established, enter in line 3, column A, Section 2, the total soil-depleting allotment from column 28 of Form 404-GB.

B. Proof of accuracy of transfer of basic information. While Forms 509A are still arranged by farm serial numbers as they are listed on Form 504-GB, the basic information listed from Form 504-GB shall be checked. This check may be made by inspection or the information may be checked by pages of Form 504-GB by adding the related entries on Form 509A and comparing the totals thus obtained with the totals of the corresponding entries on Form 504-GB. If total soil-depleting allotments were entered from Form 404-GB, such entries shall be checked by inspection. The person who enters the basic information from Form 504-GB and checks such information shall initial Form 509A in line 2, column F of Section 1. As soon as the correctness of the basic information as entered on Form 509A has been determined for all farms, the forms shall be arranged in numerical order by farm serial numbers.

C. Corrections in acreage allotments and yields. One person in each county office shall be made responsible for the correction, on Form 504-GB, Form 509A, and all related forms, of any allotment or normal yield for which an approved correction is received from the State office after Form 504-GB has been approved by the State office. The clerk making such a correction on Form 509A shall draw a line through the original entry, leaving it legible, enter the correct entry above or beside it, and initial the correction.



PART III. 1941 ACREAGES AND SHARES OF INTERESTED PERSONS

A. Transfer of 1941 acreages from Form 512B. As Forms 512B are completed, they shall be grouped in lots of 50 forms or less and each lot shall be arranged in the numerical order of the farm serial numbers. The corresponding Forms 509A shall be assembled and arranged in the same order. These two groups of forms will constitute the unit of work for transcribing information from Forms 512B and checking such information.

1. The date for use in computing the soil-building allowance shall be entered in Section 2 from Form 512B and checked as follows:

- (a) Enter in line 2, column I, the 1941 cropland which is the 1940 tilled acreage from the heading of Form 512B. On new farms, for which the 1940 tilled acreage is zero, enter "0" in line 2, column I, and enter in line 2, column H, the 1941 tilled acreage from line 1, column B, Section 8 of Form 512B. The 1941 tilled acreage shall also be entered in line 2, column H, for any other farm if the sum of the special allotments (or in Louisiana the total allotment where established) exceeds the 1941 cropland as entered in line 2, column I.

- (b) Enter in line 3, column I, the acreage of fenced noncrop open pasture from line 10, column B, Section 3 of Form 512B.

- (c) Enter in line 4, column I, the acreage of commercial orchards from line 10, column C, Section 4 of Form 512B.

- (d) Enter in line 1, column H, the acreage of sugarcane for sugar from line 2(c), column A, Section 8 of Form 512B.

- (e) Check the acreages entered pursuant to items (a), (b), (c), and (d) for the group of Forms 509A by inspection or by adding the related acreages on the group of Forms 509A and comparing the totals thus obtained with the sum of the corresponding entries on Form 512B.

2. The 1941 acreages of special allotment crops shall be entered in Section 2 of Form 509A as follows:

- (a) Enter in line 2, in each of the columns B, C, and D, the total acreage planted to the crops designated in line 1 of that column, from line 26 of the applicable



column I through M, Section 2 of Form 512B.

- (b) If an acreage is planted to any special allotment crop on a farm for which an allotment (or permitted or usual acreage) for such crop has not been established, enter the name of the crop, if other than cotton, in column C or D and enter a zero in line 3 in the applicable column B, C, or D. In cases of this nature enter the words "Normal yield to be established for" followed by the name of the crop in lines 4 and 5, column D, Section 1.
  - (c) For farms in Louisiana for which total allotments were established as indicated by an entry in line 3, column A, enter in line 2, column A, the total acreage classified as soil-depleting from line 26, column C, Section 2 of Form 512B. This entry may be checked by inspection or by adding the acreage as entered on each Form 509A in the group and comparing the total thus obtained with the sum of the corresponding entries in line 26, column C, Section 2 of Form 512B.
  - (d) On farms where less than 80 percent of the vegetable allotment is planted to crops classified as commercial vegetables, and an acreage of tomatoes, corn, peas, snap beans, or lima beans is grown for processing and therefore is not classified as commercial vegetables, a statement shall be prepared for the signature of the county committee setting forth the kind and the acreage of each such crop which was originally classified in the State handbook as a commercial vegetable and which is grown on the farm for processing. When signed, such statement shall be attached to Form 509A for subsequent attachment to the application.
3. Enter in line 5, column B, Section 2, the acreage devoted to erosion-resisting or soil-conserving crops or land uses from line 26, column N of Form 512B. (This entry need not be made on Form 509A for farms in Alabama, or for farms in Louisiana for which total soil-depleting allotments are established.) This entry may be checked by inspection or by adding the acreage as entered on each Form 509A in the group and comparing the total thus obtained with the sum of the corresponding entries in line 26, column N of Forms 512B.

B. Shares of interested persons.



1. The name and address of the operator, the landlord if other than the operator, and of each other person shown on Form 512B to be entitled to a share of the special allotment crops produced on the farm shall be entered in lines 6 through 11, column A of Section 2. If the tenant operator is renting the entire farm for cash, standing rent, or fixed rent, a notation to that effect shall be entered following his name. Where the producer is a married woman her full Christian name, middle initial, and surname shall be entered, unless she is acting in a representative capacity, in which case her name must be entered exactly as on the document authorizing her to act. If one Form 509A is not sufficient to list the names of all interested persons, other Forms 509A identified by the appropriate farm serial number shall be used as continuation sheets. The names shall be entered in the following order:
  - (a) The operator, whose name shall be followed by the notation "OP".
  - (b) The landlord (if other than the operator), whose name shall be followed by the notation "LL".
  - (c) Every other interested person in the order that his name first appears in column C, Section 2 of Form 512B.
2. Examine all of the names listed in column A of Form 509A and if it appears that two or more persons, such as husband and wife, whose names are listed separately may be operating under a single lease or operating agreement, a notation to that effect must be made in lines 4 and 5, column D of Section 1, to call this possibility to the attention of the county committee.
3. Enter in the (a) part of the line in each of the columns B, C, and D following the name of each interested person the share of the crop listed in line 1 of that column to which such person is entitled at the time of harvest. In computing each person's share of a crop, the following general rules must be followed:
  - (a) If one person is entitled to all of any crop, the word "All" shall be entered in the appropriate column following his name.
  - (b) For one-producer-unit farms<sup>1/</sup> the shares may be shown in percentages or in acreages.

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<sup>1/</sup> A one-producer-unit farm is a farm on which one producer with his own labor or with hired labor plants, cultivates, and harvests the entire acreage devoted to crops on the farm. The fact that a landlord or operator shares in the crop does not alter the designation of the farm as a one-producer-unit farm.

- (c) For all cases except those covered in items (a) and (b) determine the total acreage of a crop planted by a producer and then compute his and the landlord's and operator's acreage shares on the basis of the fractional shares shown in columns D, E, and F, Section 2 of Form 512B. The share computed for a tenant or sharecropper shall be recorded in the appropriate line and column on Form 509A, and the share for the landlord or operator shall be added to other shares of the same crop computed for him. When the total share in a crop for the landlord or operator has been computed such total shall be entered in the appropriate column opposite his name. It must be determined, on each Form 509A, that the total of the acreage shares entered in each of the columns B, C, and D equals the acreage figure entered in line 2 of that column except as provided in item (e) of this paragraph 3. This operation will prove the accuracy of the total acreage on the farm and the share to each producer for each crop for which acreage shares are shown. Where percentage shares are shown or where the word "All" has been entered, the acreage of the crop for the farm must be checked with Form 512B by inspection.
- (d) If there is more than one producer on the farm and if no acreage is planted to a crop for which a special allotment was established, no acreage shares will be entered at this time and the notation, "No acreage planted to" followed by the name of the crop shall be entered in lines 4 and 5, column D of Section 1, to call to the attention of the county committee the fact that the share of each producer in the allotment must be determined.
- (e) If there is an acreage of tomatoes, corn, peas, snap beans, or lima beans grown on the farm for processing, and the producers interested in such crops do not share therein in the same proportion that they share in the acreage of commercial vegetables planted on the farm, the acreage shares of vegetables for the producers on the farm shall be determined on the basis of their share in the total acreage of commercial vegetables plus any acreage of tomatoes, corn, peas, snap beans, and lima beans grown on the farm for processing which was originally classified in the State handbook as commercial vegetables. In cases of this nature a statement shall be prepared for the signature of the county committee setting forth the kind and



acreage of each such crop grown for processing, to explain the fact that the sum of the acreage shares for the producers on the farm exceeds the acreage classified as vegetables on the farm. Such statement, when signed, shall be attached to Form 509A for subsequent attachment to the application.

C. Normal farming operations. An inspection of each Form 509A must be made to determine if normal farming operations have been carried out on the farm. The inspection will be made and the results indicated as follows:

1. If it can readily be determined by inspection that 50% or more of the sum of the special allotments has been planted to special crops, enter a check in line 2, column C of Section 1. If it is not obvious that 50% or more of the sum of the special allotments has been planted to special crops:
  - (a) Enter the sum of the special allotments in line 3, column A of Section 2.<sup>2/</sup>
  - (b) Enter the sum of the acreage planted to special crops in line 2, column A of Section 2.<sup>2/</sup> (The entries provided for in (a) and (b) need not be made if there is only one special allotment crop on the farm.)
  - (c) Enter 50% of the sum of the special allotments in line 2, column B of Section 1.
  - (d) Enter a check in line 2, column C, Section 1, if the sum of the acreages planted to special allotment crops exceeds 50% of the sum of the special allotments as shown in line 2, column B of Section 1. If a check can properly be entered in line 2, column C, Section 1, the farm is considered to be operated and no further determination is necessary.
2. If a check can not properly be entered in line 2, column C, Section 1, pursuant to paragraph 1 above:
  - (a) Enter in line 3, column B, Section 1, one-third of the acreage of cropland on the farm, which cropland figure is entered in line 2, column I of Section 2.

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<sup>2/</sup>This entry shall be made immediately above and to the left of the word "Total" for farms in Louisiana for which total soil-depleting allotments are established.

- (b) Enter in line 1, column A, Section 2, the acreage on the farm devoted to the uses designated in 1941 General Letter No. 1, dated November 14, 1940. This acreage will be determined from the information shown in Section 2 of Form 512B.
  - (c) If the acreage devoted to designated uses as shown in line 1, column A, Section 2, equals or exceeds the entry in line 3, column B, Section 1, enter a check in line 3, column C of Section 1.
3. If a check can not properly be entered in either line 2 or 3, column C of Section 1, pursuant to paragraph 1 or 2 above, enter a check in line 4, column C of Section 1, thereby indicating that the farm is not considered as operated in 1941. If it is determined by the county committee, according to paragraph C of 1941 General Letter No. 1, that failure to operate the farm was due to flood or drought, which was general over a substantial area in the county, a check should be entered in line 5, column C of Section 1.

D. Initials of person making entries from Form 512B. The person performing the operations described under Sections A, B, and C above shall initial Form 509A in line 3, column F of Section 1. When the entries provided for in the preceding paragraphs of this Part III have been made and checked for a group of Forms 512B, the Forms 512B shall be filed in the farm folders and Forms 509A shall be returned to their numerical sequence in the file for Forms 509A.

#### PART IV. FORM 119

A. Purpose of Form 119. Form 119 is for use in assembling information with respect to the number of tenants and sharecroppers on the farm during 1941 and the three preceding years and information with respect to the landlord's and operator's shares for such years in the crops for which payment will be made in 1941. This information will be used to determine (1) whether any change has been made for 1941 from the arrangements existing on the farm in 1940 between the landlord or operator and the tenants or sharecroppers which would cause a greater proportion of the payment to be made to the landlord or operator under the 1941 program than would have been made to the landlord or operator under the arrangements existing in 1940; and (2) whether the number of tenants and sharecroppers is less in 1941 than the average number on the farm during the three preceding years and if so whether the landlord or operator will receive a greater proportionate share of any crop in 1941 for which payment is made than the average of such landlord's or operator's proportionate share of that crop in the three preceding years.

B. Conditions under which Form 119 will be prepared or completed. The provisions relating to Form 119 are the same for the



Agricultural Conservation Program as for the Parity Payment Program. A Form 119 must be prepared or completed for each farm for which an application for payment may be computed with respect to one or more special allotments, except in cases where the county committee determines on the basis of its own personal knowledge or information obtained from the community committee of the community in which the farm is located, or other persons whom it knows to be reliable, that neither the landlord nor the operator is, in 1941, receiving a larger proportionate share of any crop for which a payment is computed than he received during any of the three preceding years. If it is determined by the county committee that no Form 119 is necessary for a farm, a check shall be entered in line 2, column D, Section 1 of Form 509A.

If Form 119 was prepared under the Parity Payment Program for all special allotment crops on the farm and was submitted to the State office in connection with the application for parity payments, the county office copy of such Form 119 shall be attached to Form 509A and a notation to the effect that the attached Form 119 has already been submitted to the State office shall be made in lines 4 and 5, column D, Section 1 of Form 509A. It is to be noted in this connection that the same percentage limit, if any, must apply to the payment of the landlord or operator under both the Agricultural Conservation Program and the Parity Payment Program.

If Form 119 was executed for one or more special allotment crops under the Parity Program and there are other special allotment crops on the farm, it will be necessary to complete the execution of Form 119 by entering data for the other special allotment crops.

C. General provisions relating to the execution of Form 119. Information entered on Form 119 shall, insofar as possible, be obtained from records in the county office and, where possible, from the application for payment in applicable years. If the information for any year is not available from county office records, the county committee shall determine and enter information for such year on the basis of the statement of the farm operator or other persons familiar with the farming operations carried out on the farm in that year. Form 119 shall be prepared for the farm as it is operated in 1941. Where the farm has been reconstituted in 1939, 1940, or 1941 the information for each year prior to the reconstitution shall be determined on the same basis as the farm history for the major soil-depleting crop was determined when the farm was reconstituted.

D. Preparation of Form 119. Forms 119 shall be executed according to the following instructions, or completed if a form has already been prepared for the farm, according to the applicable part of the following instructions:

1. Enter the name of the county and farm serial number, the name of the landlord, and the name of the operator, if other than the landlord, in the spaces provided.

2. Enter in the designated lines in column A the number of tenants (including the operator if other than the landlord) and sharecroppers on the farm in 1938, 1939, and 1940; the total number of tenants and sharecroppers in such years; and the number of tenants and sharecroppers on the farm in 1941. If there were no tenants or sharecroppers on the farm in any year, enter "0". If the farm was not operated in any year, enter the words "not operated".
3. Enter in line 8, column A, the average number of tenants and sharecroppers on the farm during the years 1938, 1939, and 1940. The average number of tenants and sharecroppers will be computed by dividing the total number of tenants and sharecroppers for the years 1938, 1939, and 1940 by the number of years during that period in which the farm was operated. The average number of tenants and sharecroppers will be expressed to the nearest whole number.
4. Enter, above the headings of columns B through F, the name of each crop for which a special allotment is established for the farm, using a separate block of columns for each crop.
5. The information for each crop will be entered in lines 2, 3, 6, 7, 8, and 9, columns B through F, according to the following instructions, except that if the number of tenants on the farm in 1941 as shown in line 9, column A, is not less than the average number of tenants shown in line 8, column A, it will not be necessary to enter the information in lines 2, 3, 7, and 8, columns B through F, and only lines 6 and 9 of such columns need be filled out. It will not be necessary to enter the information in columns E and F unless the operator of the farm in 1941 is a person other than the landlord, and such entries are to be made only for those years when there was an operator who was not also the landlord.
  - (a) Enter in column B the total acreage of the crop on the farm in each of the years 1938 through 1941, except that, if for any year the division of payment to the farm was or will be on a basis other than the producers' shares in the planted acreage, enter for that year the acreage allotment for the crop.
  - (b) Enter in columns C and E the acreage shares of the landlord and the operator, respectively, in the acreage planted to the crop on the farm in



each of the years 1938 through 1941, except that, if for any year the division of payment for the farm was or will be on a basis other than the producers' shares in the planted acreage, the acreages to be entered in columns C and E shall be the landlord's or operator's shares shown or to be shown on the application for payment for such year.

- (c) Enter in lines 2, 3, 6, and 9, columns D and F the landlord's and operator's percentage shares expressed to the nearest whole percent.
- (d) Enter in line 7, columns D and F the sum of the entries in lines 2, 3, and 6 in the respective columns.
- (e) Enter in line 8, columns D and F, the simple average of the percentage shares expressed to the nearest whole percent determined by dividing the total of the percentage shares for 1938, 1939, and 1940 as shown in line 7 by the number of entries in lines 2, 3, and 6 in that column.
- (f) If no 1941 percentage share as shown in line 9, column D or F, for any crop exceeds the 1940 percentage share as shown in line 6 of that column, or the average percentage share, if any, shown in line 8 of that column, enter a check following the words "Not necessary to attach ACP-119 to application". In all other cases the Form 119 must be attached to Form 509A for consideration by the county committee.

#### PART V. MULTIPLE FARM DETERMINATIONS

A. Preparation of card index. A small card shall be prepared for each name shown in column A, Section 2 of each Form 509A in the county. This job should be started as soon as the information from Form 512B has been entered on a few Forms 509A and should be kept current as information from other Forms 512B is transferred to Form 509A. There shall be entered on this card the name and address of the producer and the serial number of the farm. In the case of a card prepared for a landlord who is not entitled to receive a share of the crops or the proceeds thereof, parentheses shall be placed around the farm serial number entered on the card. As soon as a card has been prepared for each name listed in column A, Section 2 of each Form 509A, the cards shall be arranged in alphabetical order.

B. Preparation of multiple farm list. The name of each producer for whom more than one card was prepared pursuant to Section A



above shall be listed in alphabetical order on a form prescribed by the State office. Following the name of each such producer there shall be entered his address and the serial numbers of all the farms in the county which he owns or from which he is entitled to receive a share of the crops or the proceeds thereof. In case the serial number on the card is enclosed in parentheses it shall also be enclosed in parentheses on the multiple farm list. In listing the serial numbers of the farms sufficient space should be left to enter below each serial number the amount of any cotton order stamp payment computed for the producer with respect to the farm. A copy of this list, certified to as correct by a member of the county committee, should be mailed to the State office prior to the time any agricultural conservation payment applications are submitted. If after the multiple farm list has been submitted to the State office it is determined that a producer whose name did not appear on Form 509A at the time the card index was prepared carried out a soil-building practice on the farm, a card shall be prepared for such producer and the multiple farm list shall be amended if necessary. The State office must be notified immediately of this type of correction or of any other correction in the multiple farm list.

C. Record on Forms 509A of multiple farm determinations. As soon as the multiple farm list has been completed the fact that each producer whose name appears thereon is interested in more than one farm shall be indicated on Forms 509A by entering the word "Yes" in the (b) part of the line in column B opposite his name on each Form 509A the serial number of which is listed following his name on the multiple farm list. The above indicated entries should be made for producers in the order in which their names appear on the multiple farm list.

#### PART VI. APPROVED SOIL-BUILDING PRACTICES

A. Time for making entries from Form 512C. Forms 512C will be considered to have been completed when all approved soil-building practices carried out during the 1941 program year have been computed and entered on the form, except that, in the case of farms in which only one producer has an interest, Forms 512C may be considered to have been completed when sufficient practices to earn all of the soil-building allowance have been computed and the data entered on Form 512C provided no request for conservation materials or services under the 1941 program will thereafter be made for the farm. As Forms 512C are completed according to the above definition, they should be grouped in lots of 50 forms or less, and the forms in each lot shall be arranged in the order of the farm serial numbers. The corresponding Forms 509A shall be assembled in the same order. These two groups of forms will form a unit of work for entering the information from Forms 512C.

B. Transfer of information from Form 512C.

1. Enter in lines 2, 3, and 4, columns E, F, and G, Section 2 of Form 509A the practice number, extent,



rate, and amount for each practice listed in the third column, Section 2 of Form 512C. List separately, and designate by entering an "X" after the practice number, each practice carried out with conservation materials or services furnished by the Agricultural Adjustment Administration under the 1941 program, which practices will be designated by the notation, "AAA", in the second column, Section 2 of Form 512C. Enter the sum of the amounts shown in column G in line 5 of that column. The accuracy of the total entered in line 5, column G, can best be checked by running, on a calculator, the cumulative total obtained by multiplying the extent of each practice as shown in column E by the rate for that practice as shown in column F. This method of checking will disclose any errors made in computing the amounts for the various practices on Form 512C.

2. Enter in column E in the (a) part of the line opposite each producer's name the sum of the amounts computed for approved soil-building practices carried out by such person on the farm in 1941 from the last column in Section 2 of Form 512C. The sum of the amounts for all producers in the (a) part of the lines in column E must be entered in the total line of column E and must equal the entry in line 5, column G of the form.
3. In case any person other than the landlord or the operator carried out one or more soil-building practices during the 1941 program year but does not share in any special allotment crop, such person is eligible to receive payment for carrying out the practice(s) only if (a) he was actually engaged in carrying out farming operations on the farm under a lease or operating agreement at the time the soil-building practice(s) was carried out and (b) he shared in one or more crops harvested or pastured on the farm in 1941. If there is any producer on the farm who does not share in any special allotment crop but who qualifies under the above conditions for a soil-building practice payment, the notation "Actual producer on this farm in 1941" shall be entered in the (a) part of the line following his name in columns B, C, and D. If a practice is carried out on a farm by a person who is determined by the county committee not to be eligible to receive payment for carrying out practices on the farm, Forms 512C and 509A shall be corrected so as not to include data for the practice(s) carried out by such person.
4. The person who enters the data from Form 512C and checks such entries shall initial Form 509A in line 4, column F, Section 1.



PART VII. CONSERVATION MATERIALS AND SERVICES AND ASSIGNMENTS

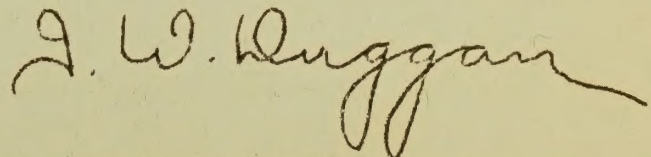
A. Record on Forms 509A of conservation materials and services. Immediately before the application for payment under the agricultural conservation program is to be prepared from the data contained on the Form 509A, enter in the (b) part of the line in columns F, G, and H, opposite the name of each producer to whom conservation materials or services were furnished by the Agricultural Adjustment Administration, the number of Forms ACP-64 under which the producer obtained conservation materials and services for the farm under the 1941 program. The original of Forms ACP-64 together with the related Forms ACP-128, if any, shall be attached to Form 509A for subsequent attachment to the application.

B. Record on Forms 509A of assignments. Immediately before the application for payment under the agricultural conservation program is to be prepared from the data contained on the Form 509A, enter the word "Yes" in column I following the name of each producer against whose payment for the farm there is an outstanding assignment.

PART VIII. REVIEW OF FORM 509A

Immediately before applications for payment under the agricultural conservation program are prepared a general review of the information contained in the farm folder and the data entered on Form 509A shall be made. If the data entered on Form 509A was systematically checked at the time it was entered and if a systematic method of making changes on Form 509A, made necessary by corrections in allotments, yields, planted acres, late practices, etc., was employed, it will not be necessary to make any further check of the transcription of this type of data. The review of Form 509A shall be made by a county office employee who is thoroughly familiar with all the provisions of the program. The review shall be made with a view to determining that notations have been made in Section 1 of Form 509A to call the county committee's attention to (1) memorandums bearing on the proper preparation of the application for payment for the farm, (2) necessary determinations with respect to normal farming operations, (3) division of payment among interested producers, (4) misuse of conservation materials and services, (5) practices which tend to defeat the purposes of the program, (6) failure to maintain practices carried out under previous programs, or (7) any other matter affecting payment for the farm or for any individual producer on the farm. The person who reviews Forms 509A shall initial each such Form 509A in line 5, column F of Section 1.

Issued July 18, 1941, with the approval of the Administrator.



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I. W. Duggan,  
Director, Southern Division



